

EXHIBIT A

rev 3/15/13

SCOPE OF RIGHT OF WAY SERVICES

I. PROJECT MANAGEMENT AND ADMINISTRATION SERVICES

The consultant shall:

- Comply with DOTD's
 - *Title Research Manual*
 - *Operations Manual*
 - 49 CFR
 - USPAP
 - All other applicable laws and regulations
- Attend project kick-off meeting and other meetings
- Provide project field office if directed by DOTD
- Submit a service plan including an appraisal plan and a request for approval of all individuals who are to provide services on this project
- Submit, to DOTD for approval, resumes of staff not already approved in consultant's bid proposal
- Develop project schedule and provide periodic updates as directed by DOTD
- Provide monthly invoices
- Maintain AARS status
- Train and manage sub-consultants
- Testify on behalf of DOTD in legal proceedings
- Implement and maintain quality assurance and quality control program and practices to ensure compliance with DOTD's policy
- Coordinate with Public Information Office and attend public hearings and meetings as required
- Perform any other tasks and activities necessary to complete project management and administrative services

II. TITLE RESEARCH REPORT SERVICES

Title Research Services is not part of this contract.

III. TITLE RESEARCH REPORT UPDATE SERVICES

Title Research Report Update Services is not part of this contract.

IV. APPRAISAL SERVICES

Appraisal Services is not part of this contract

V. APPRAISAL REVIEW SERVICES

Appraisal Review Services is not part of this contract.

VI. CONSTRUCTION COST SERVICES

Construction Cost Services is not part of this contract.

VII. BUSINESS VALUATION SERVICES

Business Valuation Services is not part of this contract.

VIII. FORESTER SERVICES

The consultant shall:

- Field review the project
- Identify the appropriate timber area required
- Mail a property owner notification letter to each property owner
- Schedule a meeting with and meet on site with property owner(s) for each parcel
- Document meeting
- Define the timber valuation problem by identifying
 - Type of timber
 - Portion of the parcel upon which timber is located
 - Date of value
 - Limiting conditions for each parcel
- Develop timber valuation study
 - Data required
 - Data sources
- Determine approaches to timber value
- Determine timber value of the required area
- Reconcile the approaches to timber value
- Sign and date the timber valuation report
- Submit timber valuation report electronically to DOTD
- Make corrections, revisions, and provide information for forester services as directed by DOTD
- Perform other tasks and activities necessary to complete the timber valuation services

IX. PETROLEUM ENGINEER SERVICES

Petroleum Engineer Services is not part of this contract.

X. MINERAL SPECIALIST SERVICES

Mineral Specialist Services is not part of this contract.

XI. RIGHT OF WAY STAKING SERVICES

Right of Way Staking Services is not part of this contract.

XII. ACQUISITION SERVICES

Acquisition Services is not part of this contract.

XIII. RELOCATION ASSISTANCE AND ADVISORY SERVICES

Relocation Assistance and Advisory Services is not part of this contract.

XIV. EXPROPRIATION SUPPORT SERVICES

Expropriation Support Services is not part of this contract.

XV. IMPROVEMENT CONTROL SERVICES

Improvement Control Services is not part of this contract.

XVI. ASBESTOS SERVICES

Asbestos Services is not part of this contract.

XVIII. PROJECT PRODUCTION SUPPORT SERVICES

Project Production Support Services is not part of this contract.

XIX. COST ESTIMATING FOR PLANNING AND BUDGETING SERVICES

Cost Estimating for Planning and Budgeting Services is not part of this contract.